




UNIVERSITY  
of HAWAII®  
SYSTEM

Vice President for Information Technology  
and Chief Information Officer

July 16, 2009

**MEMORANDUM**

TO: Information Privacy and Security Council (IPSC)

FROM: David Lassner   
Vice President for Information Technology and Chief Information Officer

SUBJECT: Plan to Reduce Collection and Use of Social Security Numbers

This memo communicates to the IPSC the University of Hawaii's existing plans to reduce the collection and use of social security numbers.

The University of Hawaii has developed and adopted UH Executive Policy E2.214: "Security and Protection of Sensitive Information" in November 2007 in which Social Security Numbers have been identified as "sensitive".

E2.214 dictates that Social Security Numbers may not be used as identifiers in any new University information system and that use as an identifier shall be phased out in existing information systems.

Additionally E2.214 also mandates that Social Security Numbers be included as a data element only where required by University operations or when consistent with State and Federal laws and that all other collections of Social Security Numbers be phased out.

E2.214 specifies that all individuals with access to or responsibilities for sensitive information are required to sign the UH General Confidentiality Notice which details their responsibilities in protecting sensitive information.

The University will be reviewing all Personal Information Systems identified in the University of Hawaii Personal Information System Survey Annual Report as defined in Act 10, Section 4 to ensure compliance with Act 10, Section 11.

2532 Correa Road, Bldg 37  
Honolulu, Hawaii 96822  
Telephone: (808) 956-3501  
Fax: (808) 956-5025

An Equal Opportunity/Affirmative Action Institution